

02/12/92

External Affairs and International Trade Canada

TSRPT02E

## TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY ACTIVITY REPORT  
FOR QUARTER 2 OF FISCAL YEAR 1992

POST : WARSAW

	NUMBER	% OFFICER-TIME		TOTAL-TIME PERSON-QTR
		CANADA	LOC-ENG	
A. EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	242	25.00	25.00	0.75
FROM TERRITORIES :	143	9.00	10.00	0.29
B. VISITS TO CLIENTS IN TERRITORY :	44	6.00	4.00	0.14
C. EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS :	2	7.00	6.50	0.20
MISSIONS :	2	8.00	0.00	0.08
CONFERENCE SEMINARS :	0	0.00	0.00	0.00
OTHER :	1	0.00	0.00	0.00
D. COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	8	10.00	1.50	0.13
POST INITIATED :	14	3.00	1.00	0.05
E. COMMUNICATIONS ACTIVITIES :	0	0.00	0.00	0.00
F. INVESTMENT ENQUIRIES FROM CANADA :	20	0.00	5.00	0.10
FROM TERRITORIES :	28	0.00	6.00	0.12
G. TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA :	33	0.00	7.00	0.14
CONNECTIONS ARRANGED :	0	0.00	0.00	0.00
H. PARTICIP'T'N IN PROG-REL EVENTS OUTSIDE POST :		0.00	0.00	0.00
I. SERVICE REQUESTS FM GOV'T SOURCES				
NGO :	14	3.00	0.00	0.03
HOST GOVERNMENT :	5	0.00	0.00	0.00
OTHER DEPARTMENT :	22	4.00	0.00	0.04
PROVINCES/MUNICIPALITIES :	8	0.00	0.00	0.00
J. ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		5.00	6.00	0.17
LEAVE, PROFESSIONAL DEVELOP :		17.00	28.00	0.73
K. SERVICE TO OTHER MISSION PROGRAMS :		3.00	0.00	0.03
L. TOURISM PROGRAM ACTIVITIES :		0.00	0.00	0.00
***** TOTALS *****		100.00	100.00	3.00

NUMBER OF BUSINESS VISITORS (PUBLIC SECTOR) FROM CANADA : 10

FROM TERRIT : 19

NUMBER OF BUSINESS VISITORS (PRIVATE SECTOR) FROM CANADA : 80

FROM TERRIT : 35

NUMBER OF PEMD APPLICATIONS COMMENTED ON : 7

NUMBER OF OCCUPIED OFFICER POSITIONS -CANADA BASED : 1

-LOCALLY ENGAGED : 2